

Basic Training Module Chemical Management

Exercise Module 2:

Assessing Chemical Management

Which box best describes the current situation in the company with regard to chemical management:

	0	1	2	3	4	Score
	Getting started	Transitional	Progressing	Maturing	Excellent	
1. Chemical inventorying	No chemical inventory available.	Basic list of chemicals used and available compiled.	An up-to-date inventory of all chemicals used or present in your company is available.	Chemical hazard/risk information included into the up-to-date inventory of all chemicals; responsible person(s) trained.	Procedure for maintained and use of companywide advanced chemical inventory established and maintained; responsible person(s) trained.	
2. Competence/skill development	No specific training on safe chemical management practices conducted; limited knowledge of concerned persons on chemical safety issues (PPE, hazards, labels, exposure, NPOs).	Basic standard training on chemical hazards, safe use of chemicals as well as PPE provided to a few selected (technical) persons engaged in handling of chemicals.	Comprehensive assessment of job and situation specific chemical management skills and required competences carried out and used for developing tailored chemical safety program.	General training on chemical safety (induction and refresher) for all staff members and workers, plus specific technical training for persons handling hazardous chemicals conducted.	CM training activities integrated into company's competence development plan, together with established system for continuous competence need/gap assessment and monitoring.	

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3. Hazard identification & assessment	Hazard characteristics of available chemicals not known; no safety data sheets available.	Safety data sheets for some chemicals available and/or not up-to-date; safety data sheet not used for purpose of hazard identification and assessment.	Safety data sheets for most chemicals available and up-to-date; basic identification and assessment of chemical hazards taking place.	Comprehensive identification, assessment and classification of chemical hazards carried out; safety data sheets available for chemical in line with GHS format; responsible persons routinely refer to SDS.	Procedure for updating of safety data sheet as well as assessment and documentation of chemical hazards established and maintained; procedure for substituting hazardous chemicals implemented; responsible person(s) assigned and trained.	
4. Process efficiency management	Quantities of chemicals used not known; no awareness about chemical wastes (NPOs).	Approximate quantities of frequently chemicals used are known, but not documented; NPOs identified in a few areas.	The amounts of chemicals used and kept at hand are known and documented; process flows assess with NPOs being identified.	Comprehensive analysis and documentation of process flows and quantification of NPOs carried out.	Systematic material/chemical flow cost accounting and NPO mgmt. approaches embedded into company's management practices.	
5. Chemical hazard communication	Labels and markings on most chemical containers missing or not legible.	Few chemical labels/markings available on chemical containers; only few persons concerned know meaning of labels/markings.	GHS chemical labels/markings available on all chemical containers; meaning of labels/markings known to all persons handling chemicals.	GHS chemical labels/markings available on all chemical containers, including temporary containers (e.g. used for internal transport)	GHS chemical/labelling and hazard information in safety data sheets systematically reflected in work instructions, warning signs.	

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6. Chemical risk management	Risks of chemicals not assessed and/or known.	Situations where chemical hazards and exposure may be present have been identified and documented, including those regarding storage of chemicals.	Risk of chemical hazards and exposure in situations being assessed and documented on company wide basis; compatibility check of stored chemicals completed; basic exposure monitoring carried out.	Risk assessment used for identifying and addressing (root) causes as well as development of risk control and emergency action plans; storage of chemicals rearranged according to compatibility and maximum storage quantities; occupational health and industrial hygienists involved in assessing exposure.	Risk assessment and control approach embedded into company's management system, with according procedure established and maintained and supported by emergency management procedures: systematic exposure and health monitoring integrated into risk assessment process	
7. Chemical waste management	No or limited ad-hoc collection of chemical wastes; no or limited treatment of chemical containing effluents; disposal by (on-site) burning.	Collection and segregation of chemical wastes carried out; all chemical containing effluents sent to effluent treatment plant.	Company-wide inventory of chemical wastes prepared, with waste categorized and segregated by hazards and compatibility.	Treatment and disposal paths for different categories identified based on waste inventory and mapping.	Formal procedures for on- on off-site waste management established and maintained; final disposal of chemical wastes monitored.	
						Total
						/ 28